



QCWA HOT-LINE REPORT

August 2003

Journal Submissions

This is a special Hot Line Report and will go to the Pres and Sect/Treas of each Chapter. This may well be the most important HLR that we have issued. For each of the officers, if you do not get involved in submitting the Journal articles and pictures, please make a copy of this and give to that person who does the Journal report. This HLR will address some of the problems and solutions for the submissions to the Journal.

File Naming Conventions

Files submitted are going to be one of three ways. The story may be part of the message in an e-mail, it may be as an attachment to the e-mail, or it could be a printed story and mailed to Headquarters for the Journal. First the story should tell about the activity of the Chapter, things that it is doing. A history of a meeting "...we met, we talked..." is not an activity story. If you can achieve that level, you will have come a long way.

If the story is part of the message, it is quite easy for us to covert that to a .txt file and ready it for transmission to the Editor, and likewise makes very handy for him to insert this on to the page of the Journal.

If you compose the story and make a file of it, and attach that to your e-mail message, please save it as a .txt file. Your program will allow you to select the suffix such as ".txt" and all you have to do is name the file. Do not send us a file with an extension of ".doc". To get this into condition for insertion on the page is a mighty job and he has enough to do as it is.

If you compose the story and print it and send that hard copy to us, try and use standard fonts, for this hard copy has to be scanned and if you use some obscure font the scanner may have a difficult time making the conversion. A Times Roman font is pretty standard, for instance.

Now we come to the naming conventions:

For a basic story from your chapter the file should start with CH for Chapter and then be followed with the number of your Chapter represented by three digits. So, if you were Chapter 1, your file would look like CH001 and be followed with .txt. If your Chapter was 108, the file would be CH108 and be followed with .txt. The editor and I use a data base format to try and record all of these files, and this will allow us to quickly see that we have all the files.

For picture files, the file should start with CP and then be followed by the Chapter number, such as CP108 or CP001. For almost all of the picture files, the suffix will be .jpg and we are looking for good sharp files, right from the camera and with as much resolution as you can give to us. We

do not want any prints created on your own printers. They do not reproduce satisfactorily. If you supply us prints from a photostore created from film, those will be OK. Any others will not be used. In the case of pictures, you can always insert a lower case a,b,c following the main file name, so it would look like CP108a, or CP108b, etc. where there are multiple pictures for a story.

This last issue of the Journal, which is about to go to the printer, gave us nothing but headaches. With the many naming variations people used we just could not keep up with it all. All pictures need captions, and many of those were missing and not appropriate. Give us the captions along with the pictures you send, in the same message. Try and confine your pictures to perhaps three as a maximum. Any more and we can not use them and we do not want to be in the position of having to decide which should be used. You make that decision when you send them to us.

So, under Naming, if you do not name your files properly we cannot use the material and it will not be returned.

Special files

Some of you have sent us .DOC files which included pictures or other designs included in the body of the file. This type of transmittal does not fit with placing the story on the pages of the Journal, nor with the program that is used. The Editor makes the layout, not us. We give him the story and the graphics (picture) and he places them on the page to fit the space available. Also, taking apart that .doc file to obtain the text and the picture so that they can be used is far from satisfactory. Any such submissions will not be used.

We have returned a number of handwritten reports, they cannot be processed without spending a lot of time trying to decipher the writing and then retyping the material so it can be utilized. Likewise we have had a couple of articles written on a typewriter and the ribbon was so old you could hardly make out the printing on the page.

Lately we have received a number of files done on a computer and the naming of the file, especially with the suffix, prevented us from obtaining the information from the file. No matter what was tried, we just could not extract the information. When you use a word processor, that program gives you an option of the suffix and don't try to make it anything else. That suffix tells the next computer that 'sees' that file, what it is and what is in it. Your option is to provide the name of the file and please let the program do the rest.

One other thing comes to mind. When you write an article use one common font and do not change fonts. You may bold a font if you want, but changing all through out the article is hard to read and also difficult to place on the page.



QCWA HOT-LINE REPORT

Our QCWA Journal has come a long way and the product is very good. We wish to keep it that way and urge you to help us with some of these details to make it be even better and more complete.

CARE PACKAGE

Just a few observations about the CARE packages we have been sending out to the Chapters so they can handle hamfests. For those Chapters that have used this service, I think it has worked out very well. We have seen the results, i.e., applications come back and that is the name of the game. At the same time we have made available caps, patches, decals and order forms for shirts etc. These same items are also available on the home page, if you haven't checked that out recently.

A new addition to the packages is an instruction sheet about making use of the finance folder which is included in every package that goes out. This is folded and included with the inventory and receipt book in an envelope in the top of the box. I would urge all of you to read this and make use of it at your hamfest table.

Handling money and saleable items at such an event is a taxing event and accounting for everything is a difficult task. Very few people have made use of the finance folder which is included. This is the one check list that will keep you balanced and make it ever so much easier for us when you return the money to us here at Headquarters.

We often find applications included, but not enough money has been collected, or they have collected the money but there is no application included. This, as you can imagine, creates all kinds of problems. The total of the right hand column should always equal what monies you have in the money sack. Please use the finance folder.

Golf Shirts

We have two new golf shirts and both are created here in our own area. Both shirts are similar, but one has a silk screened logo on the face of the shirt and the other has an embroidered logo and the option of having your name and call embroidered on the opposite side of the shirt.

We do not have T Shirts available. In the CARE package there is an envelope with order sheets for both styles of shirts. The price includes shipping. On the home page there will, in the near future, be colored pictures of each shirt style.

DECALS

We generally include an envelope with some decals inside. Keep in mind that we have 'inners' and 'outers' in decals. The inners are those that can be affixed to the inside of a car window. The outers are great to place on the cover of a notebook, for instance, to readily identify the

notebook. When we ship the decals, we generally ship the 'inners'.

If a member wants an 'outer' just collect the money and write the order on an application sheet and send back with your supplies. We will then mail him what he needs.

DIRECTORY

The 2003 Directory is completed and the new copy has been posted on the home page at "qcwa.org". Interesting enough we have about the same number of people listed as we did last year, so we are holding our own.

The first section of the Directory has been updated so that all Board of Director changes are current, as well as the Constitution and By-Laws.

In the third section, the scholarship area, the awardees have been updated so that this year's people are included.

CD Roms are available for \$10, including shipping, if you decide you want your own copy for your file. Everyone that was an active member as of June 30, 2003 is included in this volume.

HAMFESTS

One of the good things about hamfests is that you get to see some old friends, but you also have the opportunity of meeting new ones. In that respect you have every opportunity of getting new members for the organization as well as your chapter.

As a Chapter, order a CARE package and have a table where you can advertise and also meet with old members and prospective new members. If you are not interested in a table, then put your QCWA cap on, pack some applications in your pocket and venture forth to see how many people are eligible but do not belong. It can keep you as busy as you wish, but look at all the new friends you can make. In the process you will certainly sign up some new members and then invite them to attend the next Chapter meeting.

One of our new Chapters just used their first CARE package and reported by e-mail today that they had signed up 6 new members, one Life member, sold five caps and were just thrilled that they had some new people for their Chapter. I am proud of them, and all the others that are attending these events. Try it, you will like it.

Tis all for this issue. Please do your best with the submissions for the Journal, and we will do our best to keep things going.

Jim, W7LVN

This is our last
copy of the Hot-Line
Report. It was
discontinued when
QCWA moved to Framingham
in favour of the QCWA
web site and the Manger's
Column in the recent Journals

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